



## **PublicSurplus.com Property Auctions Frequently Asked Questions (F.A.Q.s)**

1. What is PublicSurplus.com?  
PublicSurplus.com is an auction website specifically for government agencies to sell their surplus property.
2. Can anyone get onto the PublicSurplus.com website to post and claim for state agencies?  
No. Only employees who have been given authorization by their agency and provided a special link and code can post and claim for state agencies. Contact your agency's Fixed Asset Dept. or Business Office for more information.
3. I already registered but I didn't put my agency name in my profile. How can I change my profile to reflect my agency?  
If your actual profile doesn't have your agency listed above your address, you can Log In to PublicSurplus.com and go to the 'My Stuff' tab. Underneath it is the 'Profile' tab. Click on that and it pulls up your profile information. Make the 1<sup>st</sup> line of the Address Section your Agency name and use the 2<sup>nd</sup> line for the street address.
4. Can state agencies buy items on the PublicSurplus.com website?  
Yes, but they must follow their agency's purchasing procedures. Whoever is bidding on the item must be signed up as a State Agency Buyer (Post & Claim) and be prepared to pay using a P-Card.
5. Can employees get on and purchase items for themselves from PublicSurplus.com?  
Yes, employees can register as individuals and log on from home (not with the same log in they use for work) and purchase items on PublicSurplus.com.
6. What should we be putting on PublicSurplus.com?  
Everything except vehicles, CPU's, and/or broken electronics.
7. What should we do with our vehicles?  
You should refer to the Vehicle Instructions.
8. Are trailers considered property or vehicles?  
Trailers are considered vehicles and paperwork and process should be done following the vehicle procedure.
9. Are items like tractors considered property or vehicles?  
Tractors and equipment without registration are considered property and should be auctioned accordingly. Remember you can upload videos of the items running and moving to post on the auction, as well as pictures.
10. What should we do with our computers and broken electronics?  
Computers cannot be sold on PublicSurplus.com even if they are in good condition. Computers and the old CRT monitors should still be listed on the PDC site so they can

be offered to other state agencies, municipalities and non-profits and if not claimed can still go through the electronics recycling vendor (Creative Recycling - [http://www.biznet.ct.gov/SCP\\_Search/ContractDetail.aspx?ID=10751](http://www.biznet.ct.gov/SCP_Search/ContractDetail.aspx?ID=10751)) process with no problem. Broken electronics should be posted on the PDC system as scrap to go through the process for Creative Recycling, as well. Good electronics, such as flat screen monitors, keyboards, mice, speakers, etc. can be sold on PublicSurplus.com.

11. What if I don't think my items are worth anything? Do I still have to make an auction for them?  
Yes, you still have to create an auction for your items. This is the new surplus process for disposing of items. The policy states that anything purchased with state funds must go through the disposal process before being disposed of. This is the new way to go through that process and get your disposal authorization, regardless of whether the item is tagged or not.

12. What do we do with Scrap items?  
You will create post the auction and in the description you say Please Scrap and put the reason why this is a scrap item. If it gets immediately scrapped you will see the auction close quickly and a notation will be made in the notes section giving you permission to scrap it, using the Auction # as the Authorization number.

13. Where can we enter our tag number(s) and what if we have multiple tags in one auction?  
You can put multiple tag numbers in the section for Item Code/Tag up to an 80 character limitation. Separate them with a comma.

If you have more than 80 characters to enter, make a note to 'See Description' in that section and put your tag #'s in the description. This means the report by Item Code/Tag # will pull that item because it sees something listed there.

14. Is there an easier way to create auctions?  
You must create an auction to start the process. If in the future you have items to auction that you have auctioned in the past, you can copy the previous auction and simply change the details that need to change and the rest of the information will default in. (Ex.: File Cabinets – Auction closes for 10 5-drawer file cabinets and now you have another 5 to surplus...copy the auction and change the quantity)

15. What is a Dutch Auction?  
A Dutch auction is one auction listing with multiple of the same item in similar condition which can be sold all to one buyer or separately to multiply buyers. (Ex.: 10 5-Drawer File Cabinets all in the same color and condition – Buyer can bid on all 10 starting at \$1.00 each or buyer can bid on 5 starting at \$1.00 each and another buyer could bid on the remaining).

16. Do I have to put a picture with my auction?  
Yes, your auction will not be released without a picture.

17. I am trying to post a picture and I don't have the link to upload. What's wrong?  
You may be operating with an old version of Adobe. Contact your IT Department and ask them to load Adobe Flash, or another recent version of Adobe. When that is complete you should be able to upload your pictures with no problems.

18. What if I make a mistake when I create my auction?

You can review and revise your auction at any time. If the auction has already been released it will create an addendum to the auction so perspective buyers can see the change you made.

19. Why does my auction go to Held and how do I get it out of there?

Your auction goes to Held as a safety feature. It then gets reviewed by DAS Surplus staff. If all information is there and there are no questions Surplus staff will release it. If there are questions or missing information you will be contacted and asked to revise the auction to include the missing information.

20. Do I have to ship to buyers?

No, our Terms and Conditions state that the buyer is responsible for picking up the items or arranging to have a shipping company come to collect the items, package them and ship them out. The shipping company would also sign off on the Bill of Sale to acknowledge the item was in the condition advertised.


21. Do I have to answer questions potential buyers may ask?

No, you do not. It is posted in our Terms and Conditions that the State of CT does not answer questions. If you have a potential buyer ask you a question it is up to you whether or not you want to answer it but you are not required to.

22. What if my agency isn't listed on the Departments page? What if it is listed incorrectly?

If your agency is not listed on the Departments page, please email [Veronica.Coty@ct.gov](mailto:Veronica.Coty@ct.gov) so she can add it. If your agency has merged and is now listed incorrectly, please do the same thing. If there are agencies listed that should not be any longer, please also contact Veronica so she can remove them.

23. How can I get a Bill of Sale for an item I have sold and what do I do with it?

You can print out a Bill of Sale from the Closed Auction tab. In the Closed Auctions locate your auction and click the Printer Icon . This will bring up a Bill of Sale that you will have the buyer/designee sign when they pick up their item(s).

The buyer needs to provide ID when they pick up their item(s). It is suggested that you copy the ID on the Bill of Sale for your records.

24. What do I do with the Bill of Sale once it is signed?

There are 2 options:

- a. File it with you disposed paperwork and/or with your retired assets paperwork (if applicable)
- b. Scan it in and add it as an attachment to the notes section of your closed auction and then file it as above. This creates easy closure and follow up if you ever need to pull the paperwork.

25. What if a person comes to pick up the item they purchased and they don't want it when they get there?

All our items are listed on the website as being sold 'As is, where is', which is why we insist on pictures so the buyer has a good idea of what they are getting. It is also why descriptions should include any known faults or damage of an item.

If the person says they do not want it, tell them they are forfeiting their money and ask them to sign the Bill of Sale with a notation that they are doing so. If they do not want to do that, please contact Veronica Coty at 860-571-7445 so she can touch base with PublicSurplus.com so they can handle the customer.

26. What if they refuse to sign?

If they refuse to sign they cannot pick up the item. PublicSurplus.com will need that paperwork to fight on the state's behalf if the customer decides to cancel their payment for any reason.

27. What if they sign for their item and turn around break it?

If they have already signed for their item, it is theirs. They should pick up the pieces and take them away.

28. How can I look up an auction for a tagged item if the auditors want to see it?

Go into your Closed Auction section and at the top of the page is a search box. You can enter the Tag # into the Keyword section and make sure you have an appropriate date range selected. Click SEARCH and you should get your auction.

29. How can I run reports?

Log In and go to Tools. Under Tools are several options. Choose Reports. There are several reports to choose from or you can choose a customizable report to capture whatever specific information you are looking for. Remember to change the dates to reflect the timeframe you are interested in, too.

30. How does our agency get the money generated by the auctions?

The money generated by Surplus Sales goes into the general fund under your agency's Dept. ID. This means that when it is being determined who is contributing to the General Fund, your agency will show up as contributing for surplus sales, as long as it is coded correctly. If DAS Surplus does not have coding for your agency, we will contact you when it is needed.

A sample of revenue created by auction sales is as follows:

Fund	Dept	SID	Progr	Acct
11000	DAS23924	18010		44321